

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04162

Service Area: HR

Grade: 9

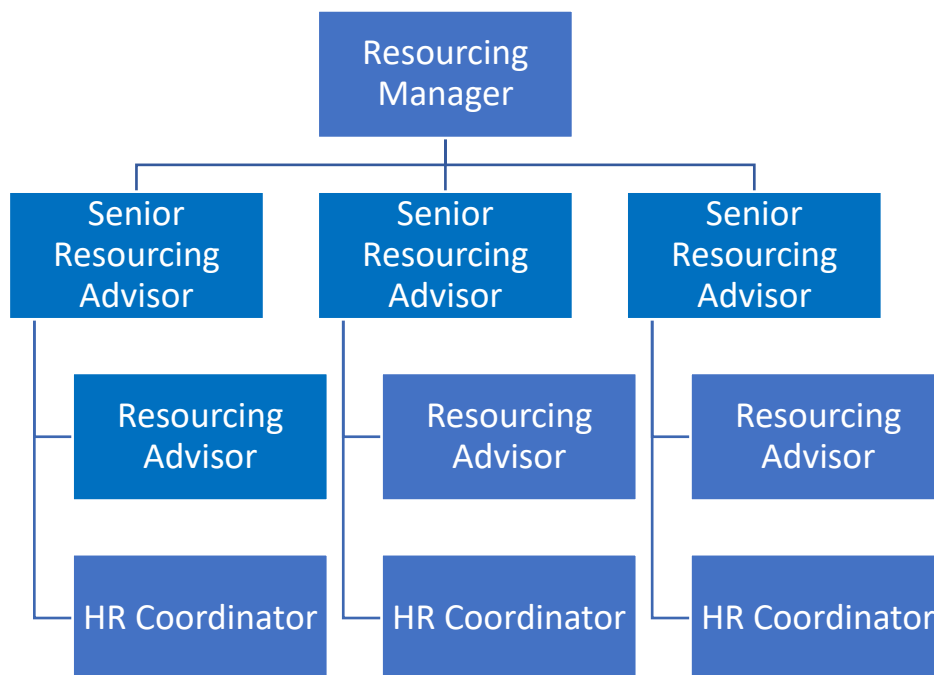
Job Title: Senior Resourcing Advisor

PURPOSE OF JOB:

Reporting to the Resourcing Manager, you will be responsible for all resourcing and full life-cycle recruitment activities across an assigned set of service areas.

The Lead Resourcing Advisor will work with hiring managers at all levels across the organisation to provide a robust and agile resourcing service, including supporting the delivery of strategic and operational interventions in line with the organisation's business objectives.

TEAM STRUCTURE:



MAIN DUTIES:

1

Service Delivery – be a proactive, forward thinking part of an efficient, professional HR Resourcing team, providing a comprehensive and quality service to hiring managers and

	candidates. Working collaboratively with the whole Resourcing Team and wider HR Service you will manage a professional workload and provide advice on both employment law and employment policies and processes that pertain to recruitment related activities, including: • Manage the end-to-end recruitment process for vacancies within designated area • Advise on appropriate sourcing channels in the competitive market place including 3rd party advertising and social media • Design and create adverts across all channels (print, online or social media) • Participate in candidate evaluation and selection processes • Build and maintain candidate talent pools for service areas • Design and facilitate assessment centers including content • Design and create interview materials, case study content, and other suitable selection tools • Advise on and co-ordinate psychometric testing where appropriate • Data and analytics of key recruitment metrics • Manage the upkeep of the team's digital presence, including careers pages, SharePoint, social media platforms • Co-ordinate the link to agency approved suppliers when required for your areas • Provide advice and guidance on the implementation, application and interpretation of employment policies and procedures.
2	Staff management – Provide line management to a small team of staff to deliver the Council's resourcing volumes/needs for both internal and external hires, allocating resource, as required. Development of your direct reports through sharing information effectively, coaching, and training. This will include setting clear goals and smart stretching objectives. Act as a deputy for the Resourcing Manager when they are unavailable to manage the workload and resource allocation of the wider team as well as contributing and advising on strategies, data and other matters related to resourcing.
3	Review of HR Policies and Procedures - provide operational input to the maintenance and review of HR Policies and Procedures in relation to resourcing so that they comply with legislation and meet the organisation's objectives and values.
4	Job Evaluation - deliver Job Evaluation
5	Relationship Management – proactively develop and manage professional and collaborative relationships with candidates, managers, colleagues/peers and any other stakeholders.
6	Strategic Projects and Service Developments – Collaborate with the wider HR service to manage and support any specialist resourcing projects including: • Strategic projects • Policy and process development

	Procurement of HR related systems Actively encourage process improvements and transformations, as a subject matter expert for the wider HR service and organisation on such projects.
7	Effective Resourcing Service Delivery and Efficiency - Be proactive and horizon scan for industry and sector information/research that helps to ensure the council leads the way in all matters resourcing and talent related. Management of customer satisfaction (CSAT) survey management, from issuance of survey through to analysis of results to feed into any project or improvement initiatives. Input to and deliver (where required) recruitment training with new managers and hiring managers.
8	Systems Use the Council approved applicant tracking system (ATS) to manage the full recruitment workflow and for candidate and interview management and as a tool to keep hiring managers apprised of progress on their recruitment. Be the subject matter expert and be prepared to train managers in this system. Ensure the chosen ATS/recruitment system and any associated systems e.g. Talent Central or job board aggregation tools, are fully utilised and all records are kept up to date and accurate, ensuring confidentiality and compliance with GDPR regulations.
9	Risk Management – identify and develop recommended responses to key risks relating to the recruitment of staff. This will include understanding key processes such as disclosure and barring and sponsorship visas and being able to advise managers effectively to mitigate any risks to the organisation.
10	Role Model - provide visible role modelling of the Council's values and required behaviours. Act as a trusted partner to managers, providing appropriate challenge and support within the context of the role.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Significant recruitment experience working at a senior level in an in-house recruitment or agency environment in a large/complex/diverse organisation	A/I	x	
Experience of managing small teams and prioritising workloads for staff	A/I	x	
Detailed and in depth knowledge of employment law relating to recruitment	A/I	x	

Proven experience of right to work, skilled worker visa's and employer sponsorship requirements	A/I	x	
Significant experience in all elements of recruitment	A/I	x	
Communicates clearly and succinctly in a variety of settings and can vary style to the audience. Comfortable working with senior leaders and councilors across service areas and portfolios	I	x	
Experience of developing strategic and innovative plans to generate and hire high-quality candidates for roles that are difficult to fill and where the council is competing on either a regional and/or national basis	A	x	
Understanding of wider recruitment related HR areas including: metrics, branding, diversity, talent mobility, succession planning, and strategic workforce planning.	I	x	
Ability to travel, where required, to advise customers and attend career events	I	x	
Exceptional interpersonal skills; the ability to remain calm under pressure and has a range of influencing techniques and uses them appropriately to advise and work in partnership with a variety of internal and external stakeholders	I	x	
Thrives in a fast paced and challenging environment that sometimes requires long hours to ensure recruitment or projects are delivered	I	x	
Effective presentation skills	IP	x	
Proficient in the use of applicant tracking systems & Microsoft Office	A	x	
Experience of using social media as a recruiting platform	A	x	
Demonstrates analytical, creative & proactive thinking	I	x	
Shows flexibility in thinking and is always open to new ideas and approaches and continually keeps up to speed on market developments and trends	I	x	
Displays high integrity around all that is confidential	I	x	
Project management skills	A	x	
Coaching Skills	A		x

Mediation skills	A		x
HR related degree or appropriate qualification in HR / Recruitment (e.g. Level 5 qualification in a relevant subject)	A		x
BPS level A/B in occupational psychometric testing	A		x

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Values](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Core Knowledge, Core Behaviours and relevant Specialist Knowledge are defined in the CIPD's Profession Map at Associate Member level.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.